



## OFFICE OF THE CITY SECRETARY

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TO: CANDIDATES FILING FOR CITY OF SUGAR LAND  
CITY OFFICERS' ELECTION

FROM: GLENDA GUNDERMANN, CITY SECRETARY

DATE: AUGUST 31, 2015

SUBJECT: CITY OFFICERS' ELECTION MAY 07, 2016

POSITIONS:

MAYOR

COUNCIL MEMBER:

AT LARGE POSITION ONE

AT LARGE POSITION TWO

Thank you for considering the offer of your services to the citizens of the City of Sugar Land by becoming a candidate for the city officers' election.

As a candidate you have the obligation to comply with certain applicable state statutes and local ordinances. In an effort to assist you, a candidate packet has been prepared with the necessary forms and instructions. You are encouraged to read the enclosed materials to become informed prior to filling out the specific forms. Election information is posted on the city website and updated regularly during the election period <http://www.sugarlandtx.gov/>.

All candidates for office must meet all qualifications to serve on City Council as defined in Section 2.02 of the City of Sugar Land Charter:

*Qualifications for Elected Officials (Sec. 2.02 City of Sugar Land Charter)*

- ◆ Be twenty-one (21) years of age or older
- ◆ A city resident for at least one (1) year preceding election
- ◆ A district council member must be and shall during the term of office maintain residency in the district to which elected.
- ◆ No council member shall hold any other city office or city employment while serving as a council member or hold any paid city employment within two (2) years thereafter.

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The two year term of office for election of Mayor and Council Member At Large Position One and At Large Position Two is May 2016 to May 2018.

Any person desiring to have his name placed on the official ballot for an election may do so by filing an application for a place on the ballot with the City Secretary.

The first business day for Candidate filing is 8:00 a.m. January 20, 2016; the deadline for filing is 5:00 p.m. February 19, 2016.

As City Secretary it is my responsibility to advise you of certain requirements under the Texas Election Code, which are applicable to candidates in municipal elections. It is the duty of the candidate however, to become familiar with the laws applicable to campaigns for office. While candidates may certainly expect the City Secretary to be able to advise them when reports are due; the responsibility of the City Secretary is limited to accepting and filing the various applications, affidavits and statements, noting the date and time of filing thereon. The City Secretary should not, however, be expected to judge or comment upon the timeliness or sufficiency of filed candidate reports. Campaign documents and reports are public records and are open for inspection by any candidate or person.

The Texas Ethics Commission requires that every candidate file an appointment of campaign treasurer before accepting any campaign contributions or making and/or authorizing any campaign expenditures; including campaign expenditures from personal funds or in-kind services.

The following forms and instructions are provided for your use in the May 07, 2016 City Officers' Election on the City website <http://www.sugarlandtx.gov/index.aspx?nid=154> and selecting the form.

THE TEXAS ETHICS COMMISSION RULES REGULATING POLITICAL FUNDS AND CAMPAIGNS  
EFFECTIVE SEPTEMBER 01, 2013:

You are encouraged to review this information in its entirety. The Commission requires that accurate records be kept and that timely reports be made for all contributions and expenditures as required under Title 15 of the Texas Election Code. The Texas Ethics Commission publishes a campaign finance guide designed to explain your responsibilities as a filer. The Commission encourages you to read the appropriate guide before you begin accepting political contributions or making or authorizing political expenditures. This and other information is provided for your convenience and review.

- Copy of Application for a place on City of Sugar Land General Election Ballot: The first business day for filing is Wednesday, January 20, 2016; the last day for filing is 5:00 p.m., Friday, February 19, 2016. The loyalty oath is included on this form; there is no filing fee.

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- Copy of Declaration of Write-In Candidacy for a place on City of Sugar Land General Election Ballot: The declaration of regular write-in candidacy is to be filed with the City Secretary not later than 5:00 p.m. Friday, February 23, 2016. The loyalty oath is included on this form.
- Copy of Appointment of a Campaign Treasurer by a Candidate (Form CTA): Form is to be filed with the City Secretary prior to acceptance of any campaign contributions or making and/or authorizing any campaign expenditures, including those from personal funds, and/or at the same time as the application for a place on the ballot is filed. The form provides a statement that must be acknowledged regarding the nepotism law. An explanation of the law is in footnote number two on the reverse side of the form. An Amendment (Form ACTA) for appointment is also provided for your convenience.
- Copy of Candidate/Officeholder Campaign Finance Report Instruction Guide and one copy of Form C/OH: The reports are to be filed with the City Secretary on the dates prescribed on the form and on the calendar. Additional copies are available in the Office of the City Secretary or you may reproduce the forms as needed. A Corrected Form C/OH and Good Faith Affidavit is provided for correcting a filed report.
- Copy of Candidate/Officeholder Report of Unexpended Contributions Instruction Guide and Form C/OH; and Designation of Final Report by Candidate: For your use later.
- Copy of Code of Fair Campaign Practices Act and Form CFCP: Subscription to the Code of Fair Campaign Practices is voluntary and may be filed with the submission of a campaign treasurer appointment form or at any other time.

The Staff of the Office of the City Secretary and the City of Sugar Land look forward to working with you during the election period. If you have questions or I can be of assistance to you, please contact the Office of the City Secretary, telephone number (281-275-2730) or come by the office located in City Hall, 2700 Town Center Boulevard North, Suite 122.

Your interest in municipal government is appreciated. I trust that this will be a positive and exciting experience for you and your campaign supporters.

Sincerely,

A handwritten signature in cursive script, appearing to read "Glenda Gundermann".

Glenda Gundermann, TRMC, CMC  
City Secretary